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NOTICE NO.
LN 110-200-2

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DISPATCHES
20 August 1956

SUBJECT: Use of Priority Indicator for Dispatches

25X1A

REFERENCES: (a) [REDACTED] dated 27 July 1956
(b) [REDACTED] dated 27 July 1956

1. In order to provide for the expeditious internal handling of incoming and outgoing dispatches when the nature of the dispatch is urgent, the word "PRIORITY" is established as a priority indicator. Dispatches bearing this indicator will be given precedence in processing.

2. The "Priority" indicator is to be used only for dispatches considered to be of such an urgent nature as to warrant taking precedence over routine dispatches and interrupting normal processing.

3. When used, the word "PRIORITY" will be stamped or typed in upper case type in the upper right corner of the original and all copies of outgoing dispatches, immediately beneath the date line, and also in the upper part of the "Comments" column of the routing and record sheet, Form No. 610.

4. Field installations have been advised by reference (a) of the use of the "Priority" indicator in dispatch traffic.

FOR THE DIRECTOR OF LOGISTICS:

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[REDACTED]

Chief, Administrative Staff

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OL/AS/R&S: [REDACTED]:mel

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